



General Position Information

Vacancy Open Date: 04/30/2015

Vacancy Close Date: 04/30/2016

Primary POC: ODNI Recruitment Team B; Recruitment_TeamB@dni.gov; 703-275-3811

Mission Category: Enterprise Management & Support

Position Title: IG Inspector – 21417 – GS-15

Position Grade: GS-15

Additional Grades Considered: Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Location: Reston, VA

Travel Percentage: 0-25%

Tour Length: 24 months

Reimbursable Position: Reimbursable

Security Clearance Required: TOP SECRET//SCI

Polygraph Level Required: CI

Duty Description

Component Mission:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.



Major Duties and Responsibilities:

- Oversee, lead, plan, and conduct comprehensive, multi-disciplinary evaluations and reviews of systemic issues within the Office of the Director of National Intelligence (ODNI), national mission centers, and the Intelligence Community (IC) to evaluate efficiency and effectiveness, identify vulnerabilities, and prevent and detect fraud, waste, and abuse.
- Lead, plan, develop, and conduct ODNI and IC-wide strategic analysis for the purpose of promoting the economy, efficiency, and effectiveness of programs and operations; lead the development of process improvement plans and procedures, identify areas for improvement, assess whether oversight and compliance are effective, and monitor trends in oversight activities across the IC.
- Lead the design of and conduct interviews, define data collection requirements, collect and analyze data and records, and synthesize this information to develop findings, conclusions, and recommendations; develop final reports, present findings, and follow-up on recommendations.
- Provide expert advice, counsel, and support to other inspectors and inspection teams by providing leadership in searching for, gathering, screening, and providing factual information and explanations related to the inspection, or to the compliance-related program itself.
- Oversee and lead the development and presentation of recommendations to ODNI and IC senior leaders regarding actions they should take to address issues identified in inspections to promote the economy, efficiency, and effectiveness of programs and operations.
- Oversee and lead the planning, development, and presentation of written documents, including reports of inspection, memoranda to management, and other documents, and also lead the development and presentation of oral briefings for senior leaders regarding findings and the status of complex inspections.
- Oversee and lead the development and presentation of reports for congressional oversight committees and the President's Intelligence Advisory Board's Intelligence Oversight Board (IOB) on intelligence oversight issues.
- Oversee and lead the evaluation and assessment of IC, ODNI, component, center, and program compliance with Federal law, Executive Orders, Presidential Directives, and internal regulations and policies.
- Oversee the monitoring and assessment of the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding implementation of recommendations.



Minimum Qualifications Required

Required

- Expert knowledge of and/or experience furthering the mission and responsibilities of the ODNI, IC, and OIG.
- Superior ability to lead an inspection team, develop inspection plans, conduct highly complex inspection projects, and write reports to substantiate findings.
- Superior ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.
- Superior analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.
- Superior ability to examine information, identify problems, uncover root causes, develop findings and Superior interpersonal and negotiation skills, including superior ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.
- Superior oral and written communication skills and superior ability to plan, develop, and produce clear and logical reports.

Desired

- Experience: Two years' experience at the Senior IG Inspector level or comparable experience.
- Education: Bachelor's Degree in any relevant discipline to included Accounting, Business, Criminal Justice, or other relevant fields.
- Certifications/Licenses: Depending upon assignment, may require Contracting Officer Technical Representative (COTR) Certification

Conditions

Application Details

In accordance with ICD 660, this detail qualifies as an IC Civilian Joint Duty Assignment (JDA) and you may apply for Joint Duty credit upon successful completion of the assignment.

This is a 2-year detail assignment, with an option to extend an additional year if all parties agree.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

The selected candidate will be detailed to the position at his or her current grade and salary.

This vacancy will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Other Comments

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**

How to Apply

To Apply to This Position

Employees must obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty detail assignment, it will notify that employee and the Joint Duty Program Manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.



Application Package

In accordance with ICS 601-01, all elements will accept a JDA application package that includes the items listed below. No additional written application, nomination, or procedural requirements will be imposed. The standard JDA application package includes:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment; and
- c. An employing element nomination/endorsement.